

Hazards Control Department Injury/Illness Prevention Plan (IIPP) Phase II

Purpose:

The purpose of Phase II of the Injury/Illness Prevention Plan is to implement the next part of the Hazards Control Department Injury/Illness reduction program. This phase is based on historical data analysis to develop a method for reducing the overall injuries/illnesses of Hazards Control employees, based on their causation. This will provide a vehicle to identify safe and at-risk behaviors for various high-incidence behaviors including Body Use, Procedures, and Attention to Environment. This will have positive effects to HCD by increasing awareness and by measuring behavior, we will be able to identify and eliminate barriers to safe behavior.

Goal:

Provide employees, supervisors and managers with a method to further reduce injuries and illnesses within the Department. The system involves a specially developed self-observation measurement tool for safe behaviors. Instructions for use of this tool, definitions, and a process to positively reinforce desired safe behaviors are included and aligned with our Injury/Illness experience. The ultimate goal of the process is to maintain at "Habit-Strength" (Aubrey Daniels) our "Mindful Fluency" (E. Scott Geller) of safe behaviors in order to maintain an injury free workplace. Our vision of ZERO injuries in our Department can then be attainable.

Implementation:

The aspects for implementation of this process are as follows:

1. Education of expected safe behaviors and how to perform self-observation
2. Initiate the use of the Safe Behavior Checklist in pilot groups
3. Analyze and provide feedback data
4. Reassess and modify as indicated
5. Initiate the use of the Safe Behavior Checklist in HCD
6. Analyze, Provide feedback data, Reassess, and modify, as indicated

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Instructions for Observations:

1. Score each critical behavior in one of the three columns: Safe Behavior, At-Risk Behavior, or Not Observed.
2. **DO NOT IDENTIFY YOURSELF.** Record only your payroll account number, date and time. This will allow us to track the Sections that are participating and if there are organization-specific issues or concerns.
3. At least one time per week complete a checklist. Pick a small amount of time (e.g., 20 minutes), reflect on your behaviors over that time period and simply judge whether the behavior(s) was safe or at-risk. Try to record your observations as close to the actual time you performed the behavior. Total up the number of safe or at-risk occurrences and turn the sheet in.
4. Record only what you actually do. This is often difficult because we are not always aware of how we are doing things. We “just do it.” Try to observe yourself doing tasks as if you are an outsider watching.
5. Identify the reasons for observed At-Risk behavior and note in the comment field what you did, what risk it presented, and why the behavior occurred. It is important for us to understand when and why at-risk behaviors occur.
6. Please help us make this process work for all of us. Make suggestions for improvement to the HC Employee Safety Committee.

Hazards Control Department Safe Behavior Checklist

The purpose of this checklist is to increase awareness of what our target behaviors look like, reinforce safe behaviors, and identify barriers to safe behavior.

	<u>Critical Behavior</u>	<u>Safe Behavior</u>	<u>At-Risk Behavior</u>	<u>Not Observed</u>
A. Body Use	A.1 Applies Reasonable Force	_____	_____	_____
	A.2 Limits Lifting To Reasonable Loads	_____	_____	_____
	A.3 Employs Proper Lifting Technique	_____	_____	_____
	A.4 Minimizes Bending / Stooping	_____	_____	_____
	A.5 Minimizes Twisting / Turning	_____	_____	_____
	A.6 Safe Reach	_____	_____	_____
	A.7 Respects Personal Physical Limitations	_____	_____	_____
B. Procedure	B.1 Follows Established Procedure	_____	_____	_____
	B.2 Gets Help When Needed	_____	_____	_____
	B.3 Uses Ergonomic Tools or Principles	_____	_____	_____
C. Attention To Environment	C.1 Analyzes Situation	_____	_____	_____
	C.2 Assures Safe Footing	_____	_____	_____
	C.3 Line of Fire	_____	_____	_____
Totals:		Safe _____	At-Risk _____	

Date: _____ Time: _____ Payroll Account _____

Task Description (Optional): _____

What? What activity was being conducted when the at-risk behavior was performed?

Why? Why the at-risk behavior was performed?

Item	Comment:
	What?
	Why?
Item	Comment:
	What?
	Why?
Item	Comment:
	What?
	Why?
	Comment:

Safe Behavior Definitions

A. Body Use

- | | |
|--|---|
| A.1 Applies Reasonable Force | <p>Does not push or pull more than can be reasonably moved by a person.</p> <p>Retains full control over the object being moved.</p> <p>Retains secure footing while exerting force.</p> <p>Employs reasonable body mechanics while applying force.</p> |
| A.2 Limits Lifting to Reasonable Loads | <p>Knows weight of items to be picked up or test the weight before applying full lifting force.</p> <p>Divides the load, makes multiple trips rather than carrying too much at once.</p> |
| A.3 Employs Proper Lifting Technique | <p>Avoids lifting more than necessary by lowering tailgates, rolling materials, using dollies, etc.</p> <p>Maintains solid stance (feet separated, squarely by load).</p> <p>Lifts with the legs, not the back. Squats to pick up things rather than bending down.</p> <p>Keeps back straight.</p> <p>Keeps the load close to the body.</p> <p>Uses both hands.</p> |
| A.4 Minimizes Bending/Stooping | <p>Minimizes bending at the waist by bending at the knees.</p> |
| A.5 Minimizes Twisting | <p>Turns the entire body by moving the feet rather than by twisting at the waist.</p> <p>Arranges work piece or ladder so work can be done without twisting.</p> |
| A.6 Safe Reach | <p>Maintains reasonable body posture when reaching.</p> <p>Does not reach unreasonably out from a vertical body alignment.</p> <p>Gets tools or help when safe reach would be exceeded.</p> <p>Repositions work or ladder to keep work within safe reach.</p> |
| A.7 Respects Personal Physical Limitations | <p>Works at a rate sustainable for the entire shift or project.</p> <p>Does not exceed work restrictions (where applicable).</p> <p>Arranges work to make allowance for strength, fitness, etc.</p> |

B. Procedure

- B.1 Follows Established Procedure
Adheres to established Facility procedures.
Follows written instructions and warning signs.
- B.2 Gets Help When Needed
Gets help for heavy lifting that requires two people to lift safely.
Gets help with large or awkward items.
Alternates with others for tasks that require work in awkward positions for extended periods.
- B.3 Uses Ergonomic Tools or Principles
Uses an approach that minimizes repetitive motion.
Makes reasonable use of mechanical aids for lifting and moving materials.
Maintains proper body alignment.
Takes appropriate breaks

C. Attention To Environment

- C. 1 Analyzes Situation
Approaches work deliberately. Looks to plan path of travel.
Barricades area to exclude others where appropriate.
Brings the right tools and materials to the job site before beginning work.
Removes obstacles, creates sufficient workspace.
Places ladder or scaffolding to optimize safe access to work.
Make allowances for work in tight spaces (special tools, etc.).
Divides work or tasks into manageable chunks.
- C.2 Assures Safe Footing
Looks at ground to determine presence of debris, obstacles, water, surface defects, etc.
Selects a path of travel that is free of debris and defects.
Steps carefully where surface is not smooth and free of clutter or defects.
Removes slip / trip hazards from work area, removes debris regularly
Does not enter areas where there is no secure footing; for example, steep slopes, wet or muddy slopes, deep mud, piled materials or debris.
- C3 Line of Fire
Position yourself to avoid getting contacted, sprayed, overexposed, struck or hit by something if it lets go, gives way, releases or falls.